

West Hill Parish Council

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26th Jan 2022

To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 1st February 2022 at the Village Hall.

Information for members of the public

1. Parish Council meetings are open to the public. Every agenda includes an item for public participation giving members of the public the opportunity to speak.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday 31st January 2022**. This will be read out for members to consider.
3. Agendas and minutes of meeting are available on the Council's website.

Covid Precautions: Cllrs and members of the public are reminded

- to stay at home if unwell
- to bring their own papers to the meeting as papers cannot be shared.
- to bring a drink (if required) and cushion (if required) as padded chairs will not be available.

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
22/021	Welcome and Chairman's announcements To receive an update on applications for the Councillor vacancy and agree arrangements for co-option at the February meeting.
22/022	Apologies. To receive apologies and approve reasons for absence.
22/023	Public question time (3 minutes) From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. This item included issues submitted to the Clerk prior to the meeting.
22/024	To consider the co-option of a councillor to fill the casual vacancy The Notice of co-option was posted on 17 th Dec 2021. The Council will receive and consider applications for the role of co-opted councillor. If co-opted the new Councillor will <ul style="list-style-type: none"> • sign Declaration of Acceptance • sign Consent to Electronic Service of Summons • receive Welcome Pack To consider <ul style="list-style-type: none"> • adding the co-opted Councillor to the Council's banking mandates (both) • purchasing a name badge for the co-opted Councillor • Booking Councillor training courses

	Note: Membership of the Council's Open Spaces Committee, Working Groups and external agencies will be considered at a future meeting.
20/025	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)
22/026	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings Act 1960) publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.
22/027	<p>Minutes</p> <p>1. To approve the minutes of the Ordinary Parish Council meeting on 5th January 2022 subject to an amendment to item 22/011 "Cllrs voted on setting the 2022-23 budget, which was decided by The Chairman's decision to leave the budget unchanged at £56,875."</p>
22/028	<p>Planning Applications received</p> <p>21/3286/TRE Broad Oak Lodge Ford Lane EX11 1XE Applicant Mrs Hills Row 1 roadside trees - crown lift over the road to give clearance of 5.5m. T1 beech remove dead branch over the road, north at 7m. T2 birch reduce by approximately 3m to uppermost secondary branch.</p> <p>22/0036/TRE Maybury, Bendarroch Road, West Hill Applicant Mr W McAllister (Agent) Various works to 14 trees including removal of tree, crown lift.</p> <p>22/0061/TRE Hidden Hayes 21 Hayes End West Hill Applicant Mr J Startup Scots Pine (T1) Prune southern aspect of trees crown with the aim of heavily biasing tree towards field by removing all branches growing over garden. The tree has historically been shedding limbs. Works agreed with EDDC. Arboricultural Officer Robin Offer.</p> <p>22/0053/FUL 7 Perrys Gardens West Hill EX11 1XA Applicant Ms S Cohen Demolition of existing garage and construction of new single storey side extension.</p> <hr/> <p>To confirm applications considered and Consultee comments submitted under Delegated Powers (in order to meet Planning deadlines):</p> <p>21/3340/TRE Amberley Grange EX11 1UX T1, Beech: Fell to ground level. Reason: Appropriate arboricultural management.</p> <ul style="list-style-type: none"> • Cllrs supported the application and suggested re-planting should be Oak or Beech in keeping with local landscape. <p>21/3347/TRE 26 Ashley Brake West Hill Ottery St Mary EX11 1TW Various treeworks.</p> <ul style="list-style-type: none"> • Cllrs supported the application
22/029	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/2908/FUL 8 Pinefields Close West Hill Ottery St Mary EX11 1XL Approved Construction of single storey rear extension, garage conversion and raised patio.</p> <p>21/2207/FUL Village Hall West Hill Beech Park West Hill EX11 1UQ Approved Installation of pedestrian access</p>

22/030	TPO notifications 22/0004/TPO Land at Little Glade, West Hill: Provisional Order - to be confirmed
22/031	Planning matters: Strategic Planning Group (Emerging EDDC Local Plan) 1. To receive an update from the 24 th January meeting 2. To approve a joint WHPC + Ottery St Mary Town Council letter to EDDC Planning regards proposed housing allocation, green wedge and infrastructure.

WHPC Groups + Initiatives

22/032	Finance Working Group: 1. To approve the appointment of Paul Hayward as Internal Auditor for 2021/22 and associated costs up to £150.
22/033	New Pedestrian Access to Village Hall 1. To receive an update 2. To approve Terms of Reference, website article and recommendations.
22/034	Community Engagement 1. To consider arrangements for the Annual Parish Meeting on Friday 25 th March 2022.
22/035	New Playpark Equipment 1. To receive an update: contractor, timescales and S106 grant submission. 2. To consider the extension or renewal of the Playpark Lease and to approve costs.
22/036	West Hill RBL Liaison 1. To approve Terms of Reference 2. To consider arrangements for the 2022 Remembrance Events.
22/037	Community Public Access Defibrillators 1. To receive an update: including provisional costings and possible sites in the village. 2. To consider recommendations and approve a Memorandum of Understanding with South West Ambulance Service NHS Foundation Trust.
22/038	Queen's Platinum Jubilee 2022 1. To receive an update on events planned for West Hill and possible grant applications. 2. To consider WHPC initiatives to commemorate the Jubilee.

Other Matters

22/039	Clerks Report: 1. To confirm decisions taken under Delegated Powers: Close playboat due to damaged roof 2. WHPC - Action points from previous meetings a. Outstanding Actions 3. Matters arising 4. Resident Communications a. Resident Communication – B3180 5. Any urgent matters arising.
22/040	Public Footpaths 1. To receive the Annual Public Footpath Survey 2. To approve the 2022-23 Parish Paths Partnership grant application.
22/041	Children's Playpark 1. To consider a report on Playpark Playboat maintenance issues and approve actions. 2. To consider the Annual WHPC Inspection and Report and recommendations.

22/042	Resident Communication: To receive an update on a further request for the anonymous letter received by the Council in 2021 (ref agenda item 21-313)
22/043	To receive updates on <ol style="list-style-type: none"> 1. WHPC Pedestrian Safety Campaign: Distribution of Hi-Viz 2. WHPC Newsletter Jan 2022
22/044	Police Matters: To receive the monthly West Hill crime stats: Dec-21 and Jan-22 if available (for information)
22/045	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for monthly expenses (incl Microsoft 365 monthly subscription) £63.48 2. DALC Cllr Bennett Training £18.00 <p>To confirm payments made under Delegated Powers:</p> <ol style="list-style-type: none"> 3. Clerk- Hazard Tape for playpark £7.34 4. PLG Services - Playboat urgent roof inspection £22.80 5. Scribe Accounts £294.00 (expenditure approved at 5th Jan-22 meeting) 6. SLCC Annual Subscription £186.00 (expenditure approved at 5th Jan-22 meeting) 7. Wallart – January newsletters £305.00 (expenditure approved at 5th Jan-22 meeting) <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary</p>
22/046	<p>Councillors questions, reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p>
22/047	Next meeting: To confirm arrangements for the next WHPC meeting Tuesday 1 st March 2022 7.30pm at the Village Hall.

Signed: *Anne Oliver*, Clerk to the Council, 26th Jan 2022